

Appendix 3-A

Glossary of Terms

ADJUDICATIVE BOARD

An adjudicative board is an agency, board, or commission that has quasi-judicial functions. These functions include taking evidence, making findings of fact and law, and making decisions that can affect a person's liberty, security, or legal rights. There are over 30 adjudicative boards ranging from the Regional Assessment Appeal Board to the Psychiatric Facilities Review Board.

AGENCIES, BOARDS, AND COMMISSIONS

Organizations designated as an agency, board, or commission by their enabling legislation or by Order in Council.

CABINET

The common name used in place of Executive Council.

CABINET MINISTERS

Members from the governing party, as selected by the Premier, make up Cabinet. Each minister is responsible for a portfolio, department, and/or agency, board, or commission, and participates in making government policy decisions. Ministers are responsible in law and accountable to the legislature for certain actions taken in departments.

CAUCUS

The group of elected MLAs belonging to a political party. A closed meeting of the members of a political party within a legislative body to decide upon questions of policy and the selection of candidates for office.

CLERK OF EXECUTIVE COUNCIL

Person appointed to ensure that submissions to Executive Council meet legal requirements, prepares, and processes Orders in Council and works with departments on Executive Council matters.

COMMUNICATIONS PLAN

A document intended to provide ministers with information on the communications impact of a request being considered.

DEPUTY HEAD

“Deputy head” means the deputy of the member of the Executive Council presiding over a department or office and all others whom the Governor in Council from time to time designates as having the status of deputy head.

DEPUTY MINISTERS

Deputy ministers are appointed by Order in Council as the chief administrative officers of departments who work under the direction of the Minister and who perform duties assigned by the Governor in Council. The deputy minister is responsible for managing the day-to-day operations of the department as well as administering a department composed of non-partisan professional civil servants who carry out the policies and programs of government.

DEPUTY MINISTER TO THE PREMIER

The Deputy Minister to the Premier assists the government in defining its objectives and priorities, oversees the development of policies consistent with these priorities, and acts as a liaison on these matters with government departments. This deputy minister is the Head of the Public Service and serves as a formal link between Executive and the public service. (See also Head of the Public Service.)

EXECUTIVE BRANCH

Generally referred to as government.

EXECUTIVE COUNCIL

The decision-making authority of the Executive Branch of the Government of Nova Scotia. Also known as Cabinet.

EXECUTIVE COUNCIL OFFICE

The Executive Council Office is the Cabinet secretariat reporting directly to the Premier and Cabinet. It provides policy analysis and operational support to the Executive Council (Cabinet) and its committees. It also provides advice and support on the governance of, and appointments to, agencies, boards, and commissions. (Also see definitions for Clerk of the Executive Council and Secretary to the Executive Council)

FORM “A”

Form “A” is authorized by the Terms of Reference for the Human Resources Committee of the House of Assembly. This form clarifies the background and qualifications of each individual proposed to be appointed to an agency, board, or commission. (This form must always be submitted on 8½ x 11 paper).

GOVERNOR IN COUNCIL

The Executive Council acting with the advice and consent of the Lieutenant Governor.

HEAD OF THE PUBLIC SERVICE

The Deputy Minister to the Premier is also the Head of the Public Service. This person provides leadership of the public service and oversees and evaluates the work of all deputies.

HOUSE OF ASSEMBLY

Those elected members who sit in the legislative chamber in Province House. The members of the House of Assembly (MLAs) are elected at a provincial general election.

LIEUTENANT GOVERNOR

The Lieutenant Governor is the King’s representative in Nova Scotia. The Lieutenant Governor gives Royal Assent to all bills passed by the Legislature before they become law, and also signs other official documents, such as proclamations, land patents, appointments of persons to government posts, including deputy ministers, provincial judges, members of agencies, boards, and commissions, and crown attorneys. At the opening of a Session of the Legislature, the Lieutenant Governor reads the Speech from the Throne. Discretionary powers of the office also include the finding and appointment of a First Minister (the Premier), and the swearing in of the members of the Cabinet—the Ministers of the Crown.

MEMORANDUM TO EXECUTIVE COUNCIL

A Cabinet document which sets out proposals requiring policy decisions, but not requiring an Order in Council of the Governor in Council. This item does not generate a public document. Upon approval of a Memorandum to Executive Council, a Minute Letter is addressed to the Minister who presented the document to Cabinet or its committees for its consideration, with a copy to the Deputy Minister.

MINISTERS

Members of the Executive Council appointed to preside over a department pursuant to the Public Service Act.

MINISTERIAL APPOINTMENT FORM

A Cabinet document used to appoint a person to a Ministerial board by the Minister responsible. A Ministerial board is one in which a Minister has sole authority for appointing persons to that board. There is not a formal, public document generated as a result of a Ministerial Appointment. Although not requiring Cabinet approval, the Ministerial Appointment does appear on the Cabinet Agenda as an information item only.

ORDER IN COUNCIL

An Order of the Lieutenant Governor acting by and with the advice of the Executive Council. An Order in Council is issued as a result of the approval of a Report and Recommendation.

PREROGATIVE POWER

An exclusive right or privilege held by a person or group, especially a heritage or official right.

PROCLAMATION

An official public announcement.

REGISTRAR OF REGULATIONS

The Registrar is under the control and direction of the Minister of Justice; and responsible for the recording, numbering, and indexing of all regulations filed with them and for the publication thereof, in accordance with the Regulations Act (R.S., c.393, s. 14.)

REPORT AND RECOMMENDATION TO EXECUTIVE COUNCIL (R&R)

A Cabinet document in which matters are presented to the Executive Council for their consideration. Upon approval, an Order in Council is issued authorizing the action requested in the Report and Recommendation.

SECRETARY TO THE EXECUTIVE COUNCIL

Person appointed to be responsible for establishing the agenda and the business of Executive Council and its committees.

STATUTE

A law enacted by a legislative body and formally recorded in writing.

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